

**ARTICLE XVI. UNIFORM STREET
NAMING AND PROPERTY NUMBERING
SYSTEM*****Sec. 10-2001. Purpose.**

This article [Ordinance No. 95-21] is promulgated for the purpose of providing for the assignment and approval of street names, and for providing a uniform numbering system for the assignment of address numbers to properties with access from public and private ways within the City of Tallahassee and Leon County, Florida, in the interest of public health, safety, and the general welfare of citizens.

(Ord. No. 95-21, § 1, 12-12-95)

Sec. 10-2002. Short title and authority.

This article shall be known as the joint Leon County/City of Tallahassee Uniform Street Naming and Property Numbering System Ordinance and is adopted under the authority of Chapters 125 and 336, Florida Statutes.

(Ord. No. 95-21, § 2, 12-12-95)

***Editor's note**—Ord. No. 95-21, adopted Dec. 12, 1995, adopted provisions which have been included herein at the discretion of the editor, with the concurrence of the county, as a new Art. XVI, §§ 10-2001—10-2015.

Cross references—Building and construction regulations, ch. 5; streets, roads and public ways, ch. 16.

Sec. 10-2003. Definitions.

[As used in this article the following words and terms shall have the meanings respectively ascribed:]

Access: The legal path, driveway, or roadway used by a property owner or tenant to drive from a roadway to the property or building. Access to a property may be provided by an easement from a roadway to the property, or by directly fronting onto an existing roadway.

Existing right-of-way: A dedicated legal access existing before the effective date of this article.

Front: To have primary access, for a building or other principal use, from an abutting public or private street.

Occupant: Any person, firm, entity, partnership, trust, corporation, association, or other organization which is occupying or leasing a building or other property for a period exceeding 30 days.

Owner: Any and all persons, firms, entities, trusts, partnerships, corporations, associations or other organizations owning the fee title to, or having an interest in, any building or property which is subject to the provisions of this article.

Pre-directional: A directional (north, south, east, west, northeast, northwest, southeast, or southwest) used in front of a street name.

Post-directional: A directional (north, south, east, west, northeast, northwest, southeast, or southwest) used after a street name.

Principal building: A building in which is conducted all or any part of the principal use to which a lot or parcel of land is put.

Principal use: The primary purpose for which any land or a building on the land is used.

Public right-of-way: Any dedicated county and/or city maintained right-of-way.

Private right-of-way: Any right of way restricted in use by deed or ownership.

Street: A right-of-way for vehicular traffic which serves three or more principle buildings or crosses multiple parcel boundaries.

Suffix: An affix appended to the end of a street name, serving to form a new word. For the official list of suffixes see Appendix C of publication 28 of the U.S. Postal Service.

(Ord. No. 95-21, § 3, 12-12-95)

Sec. 10-2004. Incorporation of maps and uniform street naming and property numbering system.

(a) A uniform system of numbering buildings, as shown on the maps identified by the title "Property Numbering Maps," which are maintained on Leon County Tax Parcel Maps and in the Geographical Information System's Electronic Database in the Leon County and City of Tallahassee Growth and Environmental Management Departments. All explanatory matter thereon and related thereto, is hereby adopted, incorporated herein by this reference, and made a part of this article.

(b) "Uniform Street Naming and Property Numbering System" may be adopted jointly by both the city and county, and amended from time to time, by resolution for the purpose of implementing this ordinance. Copies of any such resolutions shall, after joint adoption, be filed and maintained in the offices of both the Leon County and City of Tallahassee Departments of Growth and Environmental Management and the Tallahassee/Leon County Planning Department for the use of the public.

(c) This article will be administered in accordance with the duly adopted policies and procedures which may be amended from time to time without board action.

(Ord. No. 95-21, § 4, 12-12-95)

Sec. 10-2005. Street names.

All streets by definition of this article in both the unincorporated and incorporated area of Leon County shall be named. Street names shall be developed and assigned, in accordance with the uniform street naming and property numbering system, according to the following requirements:

- (1) **Authority.** The Leon County Board of County Commissioners has designated the Leon County Growth and Environmental Management Department, as the agent of the

county, to assign street names to all streets within incorporated and unincorporated area of Leon County. Citizens who desire to name their unnamed streets may do so by completing the street name application form.

(2) *Existing rights-of-way and road easements.*

When any existing public right-of-way or private road easement is established, as being consistent with the definitions contained in this ordinance the Leon County Growth and Environmental Management Department shall assign or coordinate a name to such street. Such public streets shall be identified with street signs provided by the appropriate city or county public works department.

a. *Existing unnamed streets.* The Leon County Growth and Environmental Management Department shall assign or coordinate those street names and provide proper notification. Signing of all existing unnamed public and private streets regardless of its intersection to public or private streets will be provided by the proper county or city public works department. Costs of these signs shall be the responsibility of the appropriate local government.

b. *New developments on existing unnamed rights-of-way or easements.* Any person applying for a development permit that fronts or abuts on an unnamed street shall submit a proposed street name to the Leon County Growth and Environmental Management Department for approval or disapproval, and whose decision will be final. Final electrical inspections will be conducted after a street name and address is assigned and approved by the Leon County Growth and Environmental Management Department. Proper notification will immediately follow the assigning of the new street name.

(3) *Proposed public rights-of-way and private road easements.* When any new street is constructed as a public right-of-way or private road easement the Leon County Growth

and Environmental Management Department shall have full authority to assign or coordinate the street name. Such public streets and private streets which result from new construction shall be identified by street signs specified by the appropriate city or county public works department. Costs of the sign shall be the obligation of the person(s) applying for the development permit for construction of the street, and satisfaction of such obligation shall be made a condition of the development permit. Certificates of occupancy will be issued after all street signs required by this provision are properly installed. For private road easements created by a subdivision of lands, the subdivider, at his or her expense shall provide and post the required street signs when they are not directly adjoining existing public rights-of-way. Final subdivision plats will be recorded with the assigned street names indicated on the final plat. Certificates of occupancy will be issued after the street signs required are properly installed. The city or county public works department is responsible for verifying the placement and installation of all appropriate street signs.

a. If the county or city is constructing a new public street abutting an existing public right-of-way, the street name shall be assigned by the Leon County Growth and Environmental Management Department and the street sign posted by the appropriate public works department.

(Ord. No. 95-21, § 5, 12-12-95)

Sec. 10-2006. Street naming criteria.

(a) Criteria for approving street names:

- (1) Names should be easy to spell and pronounce, and not be confused when spoken or written with other existing street names previously approved.
- (2) Prefixes (i.e. north, south, etc.) are only allowed for streets which cross the Talla-

hassee Prime Meridian or Tallahassee Base line. Post-directionals will not be allowed (e.g.: Plank Road South).

(3) Names phonetically similar to other street names are not allowed.

(4) Streets with the same name, but different suffixes, are not allowed unless they are adjoining (abutting).

(5) Street names shall not be used which will duplicate or can be confused with the names of existing or proposed streets.

(6) Streets which are extensions of existing streets shall have the same name, as long as duplicate street numbers are not created as a direct result of the name being continued.

(7) All streets names shall have a suffix. Suffixes can only be used as a true suffix. Suffixes to street names will be assigned according to the definitions in section 10-2003.

(b) In determining the number of names required on curvilinear or looping roads, the following should be considered.

(1) A road that winds, bends or weaves should maintain the same name throughout its length, unless the road makes a 90 degree or greater turn, and continues in the new direction for over 500 feet or creates duplicate street addresses due to crossing the Tallahassee Prime Meridian or Tallahassee Base line.

(2) Roads that continue back to themselves, or begin and end on the same road are considered circles or loops.

(3) Road alignments that do not fit "normal" patterns or definitions as described herein merit special consideration. In these cases, the Leon County Growth and Environmental Management Department shall determine the number of street names required according to the general intent of this system.

(c) Similar naming criteria will be used when determining the titles of subdivisions, condominiums and commercial centers, to avoid similar

and duplicate names. Street names that are similar to subdivision names but are outside that subdivision, and vice versa, are not allowed.

(d) Installation. All street name signs in public rights-of-way shall be installed by the appropriate city or county departments. If the cost of the signs are the obligation of a developer or permit applicant, a reasonable fee as established by resolution, by the city commission or county board of commissioners will be charged.

(Ord. No. 95-21, § 6, 12-12-95)

Sec. 10-2007. Administration and number assignment.

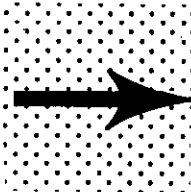
The city and county growth and environmental management departments shall be responsible for managing, coordinating, and maintaining the property numbering maps in accordance with the Uniform Street Naming and Property Numbering System.

(1) *Address numbers.* All new principal buildings and all new principal uses of land without principal buildings shall be assigned address numbers by the city or county growth and environmental management departments. For principal uses of land without principal buildings, or any other permitted activity or approval will require the posting of the assigned address numbers by the time the final electrical inspection is conducted. The assigned address number shall be displayed as indicated in the Uniform Street Naming and Property Numbering System Ordinance. For principal buildings, final electrical inspections and certificates of occupancy will be issued after the assigned address number or numbers are displayed as provided in the Uniform Street Naming and Property Numbering System Ordinance. The following criteria shall be used to assign address numbers:

a. Numbers should be assigned according to the grid system illustrated on the General Highway Map. The grid is established by the Tallahassee Meridian (the numbering meridian line has been established as the road segment

of Meridian Road North and South) and the Tallahassee Base line (the numbering base line has been established as the road segment of Tharpe Street through to Buck Lake Road). The grid lines are based on the established section lines at one mile intervals with each line representing 1,000 addresses. This system, theoretically, allows for one address for every ten and fifty-six hundredths (10.56) feet of road frontage on any road running true north/south or east/west. Mathematical compensation will be provided for diagonal and curving roads.

- b. Even number addresses will be assigned on the north and west sides of a street, and odd number addresses on the south and east sides. Diagonal and curvilinear streets should maintain odd and even addresses on opposite sides, depending on the dominant direction of the street.
- c. Roads that wind, bend or weave should maintain a progression in their most dominant direction and should not change number series throughout their length to match the grid system.



- d. Circle and loop roads should be addressed as follows:

1. Loops are addressed using grid numbers opposite the range of the road from which they originate and progressing around the loop to the right. Odd and even numbers should be maintained in the direction of progression until the road meets itself again.
2. A circle is addressed using the same range as the street from which it circles, beginning and ending in conjunction with such street. Odd and even numbers should be maintained throughout the length of the circle, with the outside of the circle similar to the side of the street which it intersects.
3. With Leon County's rural character, there will be cases in which

streets will not fit typical conditions. The determination of the Leon County Growth and Environmental Management Department in conjunction with the U.S. Post Office and other concerned parties shall be used to achieve the numbering sequence for these situations.

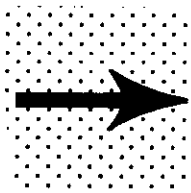
- e. Where possible, each structure or unit shall be assigned a separate number. In cases of higher density development requiring more than one number every ten and fifty-six hundredths (10.56) feet, suite numbers will be assigned to business properties and apartment or unit numbers will be assigned to residential properties.
- f. Slight alterations of assigned numbers may be granted if requested by the property owner and if such alteration would maintain the general numbering policies outlined above. In cases where existing numbers already are in use but are slightly out of line with the adopted grid system, slight alterations in assigning new numbers may be made so as to maintain sequential numbering without requiring unnecessary address changes.

(Ord. No. 95-21, § 7, 12-12-95)

Sec. 10-2008. Authorization for address corrections.

The county administrator and/or city manager or his/her designee is hereby directed to require changes as necessary in existing street names and street address numbers, so as to bring such names and numbers into reasonable conformance with the property numbering maps and the adopted uniform street naming and property numbering system, in accordance with the following procedures:

- (1) *Standards for renaming and renumbering.* The county administrator and the city manager shall require street names and address numbers to be changed which are not in reasonable conformance with this arti-



cle. Street name changes will be required only if they duplicate or are phonetically similar to or are otherwise easily confused with other street names in the same response area for the "Enhanced 9-1-1 Emergency Telephone System." Street and address number changes shall be coordinated, to the extent possible, with the City of Tallahassee. When one of two duplicated or phonetically-similar or otherwise confusing street names must be changed the appropriate adopted policies and procedures will be followed.

(2) *Street renaming.*

- a. When any street is to be renamed pursuant to the requirements of this article, the Leon County Growth and Environmental Management Department shall notify by mail all property owners, as set forth in the most recent county tax rolls, whose lands abut such street, and shall make a reasonable attempt by public notice to notify the residents or businesses occupying such lands, that the street will be renamed.
- b. Public notices of the new street name shall be provided in the form of a display ad to run in a local public newspaper of general circulation at least 30 days prior to the effective date of change. The ad will identify the change of the street name and the effective date of the change.
- c. For street number changes without street name changes. The city manager and or county administrator or their designees shall notify by mail the affected property owners, as shown on the latest tax rolls, of any street number changes and the effective date of the change.

- (3) *Contents of notice.* The notices provided for in subsection 10-2008(2)b. above, shall clearly identify the change in street name as it affects each property owner and/or occupant; shall identify the effective date of the change; and shall set forth the property owner's and occupant's obligations pursuant to this article.

- (4) *Recorded plats.* Notwithstanding any other provisions to the contrary in Chapter 10 of the Leon County Code of Laws, the county administrator or his/her designee is authorized to record a document in a form approved by the county attorney that would notify property owners, in recorded final plats in Leon County, when street names that are specifically listed on the recorded final plat are changed or otherwise modified in accordance with the terms and conditions of the Leon County/City of Tallahassee street naming and uniform property numbering ordinance. The form of the document shall list the plat book and page number of the recorded final plat being referred to along with the former and newly designated street name. In no event shall a replat be required of the recorded final plat for the purposes of the street naming change.

(Ord. No. 95-21, § 8, 12-12-95)

Sec. 10-2009. Address number posting.

Each principal building in the unincorporated and the incorporated area of Leon County, Florida, and each principal use of land without a principal building, shall have its building number properly displayed, whether or not mail is delivered to such building or property. It shall be the duty of both the owner and occupant of each building or property to post the assigned number on the property in the following manner:

- (1) The principal building (address) number shall be affixed to the building on the side that the address is assigned in such a manner so as to be clearly visible and legible from the direction in which normal vehicular access to the building is made. The address number for a principal use of land without a principal building shall be affixed to a post, mailbox, fence, wall, or other structure in such a manner so as to be clearly visible and legible from the public or private street on which the use fronts, regardless of the direction of approach.
- (2) Assigned numbers, for principal buildings which are not visible from a public or private street, shall have their numbers displayed at the intersection of such street

or driveway providing access to such building. The number shall be affixed to a post, mail box, fence, wall, or other structure in such a manner so as to be clearly visible and legible from the public or private street on which the use is addressed, regardless of the direction of approach.

- (3) When more than one building, use, suite, unit, or apartment are assigned the same address number, and individual buildings, uses, suites, units, or apartments are assigned separate identifying letters or numbers, the common address number shall be displayed as provided in subsection 10-2009(1) above, and the individual building, use, suite, unit, or apartment numbers shall be displayed near the entrance to such unit.
 - (4) Numerals shall be Arabic and visible from the street.
 - (5) The numerals shall be of contrasting color with the immediate background of the building or structure on which the numerals are affixed.
 - (6) Any different number which might be mistaken for or confused with the number assigned in accordance with the property numbering maps shall be removed.
 - (7) Within 45 days after the receipt or notification of an address number the owner, occupant or person in charge of any house, building, mobile home, or other structure to which a number has been assigned shall affix the number in a conspicuous place as outlined in this article.
- (Ord. No. 95-21, § 9, 12-12-95)

Sec. 10-2010. Private road signing.

(a) Where private streets intersect with a public right-of-way, street name signs shall be placed in the public right-of-way, as close to the right-of-way line as is feasible, and the private street name signs, as well as any signs in indicating whether the county does or does not maintain particular streets, shall be placed on the same post as the public street name signs.

(b) Private street names signs and signs regarding county street maintenance shall be painted with a blue background and white letters. Public street signs shall be painted with a green background and white letters.

(Ord. No. 95-21, § 10, 12-12-95)

Sec. 10-2011. Enforcement.

The requirements of this article will be enforced by the Leon County Code Enforcement Board.

(Ord. No. 95-21, § 11, 12-12-95)

Sec. 10-2012. Penalty.

(a) Any person violating any of the provisions of this article shall be guilty of a misdemeanor and punished as provided by law.

(b) In the event that the owner, occupant, or person in charge of any house, building, mobile home, or other structure refuses to comply with the terms of this ordinance by failing to affix the address number assigned within 45 days after notification, or by failing within said period of 45 days to remove any old numbers affixed which may be confused with the address numbers assigned thereto, he shall be punished by paying a fine of not less than ten dollars for every day that the situation is not rectified.

(Ord. No. 95-21, § 12, 12-12-95)

Sec. 10-2013. Conflict.

All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict with the provisions of this article are hereby repealed to the extent of such conflict.

(Ord. No. 95-21, § 13, 12-12-95)

Sec. 10-2014. Severability.

If any section, subsection, sentence, clause, phrase or portion of this article is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this article.

(Ord. No. 95-21, § 14, 12-12-95)

Sec. 10-2015. Effective date.

In accordance with Section 125.66, Florida Statutes, a certified copy of the ordinance from which this article derives shall be filed with the Department of State by the clerk of the Board of County Commissioners within ten days after enactment, and this article shall take effect upon receipt of official acknowledgment that said ordinance has been filed.

(Ord. No. 95-21, § 15, 12-12-95)